

Bylaws

Graduate Students in Nursing Association University of California, Los Angeles

PREAMBLE:

We, the graduate students of the School of Nursing at UCLA, believing in the need for a graduate student organization for the promotion, regulation, and maintenance of the graduate student affairs within the School of Nursing and in accordance with the Constitution of the Graduate Student Association at UCLA do hereby establish this constitution.

ARTICLE I: NAME

The name of this organization shall be the Graduate Students in Nursing Association, hereafter referred to as GSNA.

ARTICLE II: PURPOSE

Section 1. To act as a liaison between faculty and students.

Section 2. To assist the individual student in solving any problems which arise from her/his educational experience in the School of Nursing and/or the University at large.

Section 3. To give the student experience in leadership and group interaction which is an essential part of graduate education.

Section 4. To offer a forum for study and discussion of relevant nursing issues and problems relating to nursing as a profession.

Section 5. To further the quality of graduate education in the School of Nursing.

Section 6. To represent the graduate nursing students to the University at large, through active participation in the Graduate Students Association.

ARTICLE III: MEMBERSHIP

All graduate nursing students are members in the Graduate Students in Nursing Association by virtue of their enrollment in the School of Nursing and the University at large.

ARTICLE IV: OFFICERS

The officers shall be a president, vice-president, secretary, and treasurer.

ARTICLE V: SPECIAL GSNA REPRESENTATIVES

Individual Section Representatives: The UCLA School of Nursing offers the following specialty nursing programs (sections), each having its own faculty and student representative.

- a. Acute Care
- b. Family
- c. Gerontology
- d. Nursing Administration
- e. Occupational/Environmental Health
- f. Oncology
- g. Pediatric

ARTICLE VI: EXECUTIVE COUNCIL

Section 1. Executive Council is composed of officers, representatives to School of Nursing Committees, and special GSNA representatives.

Section 2. Decisions voted upon by the Executive Council will be reported to the general membership.

Section 3. The purpose of the Executive Council is twofold:

- a. To conduct the business of GSNA between regularly scheduled general meetings.
- b. To plan various events that GSNA will sponsor during the year and to plan/formulate policies and procedures which will benefit each graduate student during her/his graduate experience.

Section 4. Five members of the executive council may be considered a quorum and voting may take place.

ARTICLE VII: MEETINGS

Section 1. General membership meetings will be held once per quarter. Section meetings, by subspecialty, will be called and planned by the individual section representatives when requested by members of the section.

Section 2. The time and place of all general meetings will be set by the Executive Council. Notice of the time and place of all meetings will be given at least one week in advance and will be posted on the GSNA bulletin board in the locker room and website. Executive Council members will receive an agenda and minutes of all meetings. Agendas and minutes of all meetings will be posted on the GSNA bulletin board and website.

Section 3. Special general membership meetings may be called by the President, Executive Council or by a petition signed by at least 20% of the general membership. Special Executive Council meetings may be called by the President or by a petition signed by at least 20% of the Executive Council members.

ARTICLE VIII: VOTING

Section 1. Each member of GSNA is entitled to one vote on all matters brought to a section meeting.

Section 2. Each member of the Executive Council shall have one vote on all matters brought to a vote during Executive Council and General meetings.

Section 3. At least five members of the Executive Council must be present at onset of meeting to fulfill a quorum. Once quorum is established, voting at the meeting may occur.

Section 4. A simple majority vote of those present after quorum established will

constitute a decision on the issue presented. However, if members present pass a motion that an issue should be presented to those not present, provision will be made for a written vote by the entire graduate student body.

Section 5. Voting during elections will be done by ballot. A simple majority of general membership which votes will be sufficient for elections.

ARTICLE IX: ELECTIONS

Section 1. Election of officers will be done by secret ballot during winter quarter. Nominations will be taken during the fifth week of the quarter. Campaigning will then be open for two weeks, with voting taking place the seventh week of the quarter. Voting will be done by placing ballots in an election box in the student affairs office. Students will sign their names on a list by the box, to indicate that they have voted. The ballots will be counted by the GSNA class officers. The results will be announced at the first GSNA meeting following the elections.

Section 2. Nominations for officers will be made at a general meeting of the membership.

Section 3. Term of office shall be for one calendar year. All officers that are elected will assume the position of office-elect to work with past officers for the spring quarter. The position will become official in the summer of the election year.

ARTICLE X: VACANCIES

Section 1. Should the office of President become vacant, the present Vice-president shall assume the duties of the President until the next election.

Section 2. Should any other office become vacant, the President, with the approval of the Executive Council, shall appoint a member to fill the vacancy until the next

election. A special election may be held at the discretion of the Executive Council.

Section 3. Non-participation for a period of two months shall constitute an assumed resignation and the vacancy shall be filled by presidential appointment with the approval of the Executive Council.

ARTICLE XI: AMENDMENTS

Section 1. This constitution may be amended by a two-thirds vote of the general membership present and voting at a regular meeting of the membership, or at a special meeting called for this purpose, or amendments may appear on a ballot at election time.

Section 2. Any proposed amendment must be submitted by a petition signed by 20% of the general membership.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws or special rules of order which the organization may adopt.

REVISED, JUNE 2004

Sarah Terribilini, GSNA President

Jonalyn Rastrollo, GSNA Secretary

GSNA STANDING RULES

I. Duties of the Officers:

A. The President shall:

1. Be the chief executive officer of GSNA and assume the ultimate responsibility for all GSNA affairs.
2. Call and preside at all Executive Council and general membership meetings of GSNA and report all relevant matters.
3. Appoint all of the chairpersons to the standing and School of Nursing (SON) committees with the assistance and approval of the Executive Council.
4. Be an ex-officio member of all GSNA committees.
5. Represent GSNA at all SON Executive and general faculty meetings.
6. Submit a detailed report to the incoming President of his/her duties.

B. The Vice-President shall:

1. Assume all the duties and responsibilities of the President in his/her absence.
2. Function as the chairperson of the Committee of Pre-Commencement and as a liaison with the faculty committee on Pre-Commencement.
3. Act as a liaison between GSNA and other organizations.
4. Be available to assist committee chairpersons with their responsibilities.
5. Submit a detailed report to the incoming Vice-President of his/her duties.

C. The Secretary shall:

1. Record and distribute the minutes of all Executive Council meetings and keep a permanent file of such.
2. Carry on the correspondence of GSNA, not related to the standing committee functions and other officers.
3. Preside over meetings in the absence of the President or the Vice-President and assume all their duties at the time.
4. Submit a detailed report to the incoming Secretary of his/her duties.

D. The Treasurer shall:

1. Be responsible for all financial transactions in which GSNA is involved.
2. Give a detailed report of finance at all Executive Council meetings and general membership meetings.
3. Serve as chairperson for fund-raising activities.
4. Assist all committee chairpersons in advance planning of their budgetary needs.
5. Submit a detailed report to the incoming Treasurer of his/her duties.

II. GSNA Representatives to the School of Nursing Committees:

- A. GSNA Representatives to the School of Nursing faculty committees may represent the organizations' position in the area of the committee responsibility without prior Executive Council approval. This may be done **ONLY** in situations where it has not been possible for the Executive Council to take action on the matter prior to the time of the action of the representative. Committee representative must report such action to the Executive Council as soon as possible.

- B. The GSNA representative is responsible for providing the faculty on the SON committees with information about current student needs or input, and then relaying feedback to the Executive Council and the general GSNA membership.
- C. The GSNA representative is allowed one vote on each faculty committee allowing student representation.

III. Functions of GSNA Representatives to School of Nursing Committees:

A. Master's Program Committee GSNA Representative shall:

- 1. Represent graduate students views on course development, content, grading, and other matters related to curriculum.
- 2. Report on curriculum matters to Executive Council and take responsibility for surveying student input as necessary.
- 3. Attend Master's Program Committee meetings as scheduled by faculty.

B. Executive Faculty and Faculty Committee GSNA Representative shall:

- 1. Provide faculty with information concerning the graduate student body.
- 2. Attend faculty meetings to provide student input regarding matters of policy.
- 3. Act as a liaison to the student body of the Executive Council and the general GSNA meeting regarding major School of Nursing issues or policies.

IV. Section Representatives:

A. The section representatives are as follows:

- 1. Acute Care
- 2. Family
- 3. Gerontology
- 4. Nursing Administration
- 5. Occupational/Environmental Health
- 6. Oncology
- 7. Pediatric

B. The section representatives shall:

- 1. Act as a liaison between specific section faculty & students and students & GSNA Executive Council.
- 2. Section meetings, by subspecialty, will be called and planned by the individual section representative when requested by the members of the section.
- 3. Attend and represent section students at all section faculty meetings.
- 4. Function as a resource person to all students in section with specific problems, ideas or needs.

REVISED, JUNE 2004

Sarah Terribilini, GSNA President

Jonalyn Rastrollo, GSNA Secretary

GSNA RESPONSIBILITIES

1. Provide a list of names, addresses, phone numbers and office title to the Dean and Assistant Dean.
2. President and Treasurer's responsibility: Accounts must be balanced every month. Do not save checks. Pay bills promptly. If there are any problems, contact the GSNA faculty advisor and/or the Dean.
3. GSA Fund: Amount depends upon GSNA attendance at the Health Science Council's monthly meetings (must attend at least half of the meetings). Amount is derived from graduate student fees and each school is allotted a specific amount every year based on graduate student enrollment.

You want to plan ahead for graduation costs, class gift, etc., and you want to leave sufficient funds for next year's class.

4. Copy of minutes to the Dean and Assistant Dean.
5. Bylaws shall be evaluated and updated each year by the Executive Council.
6. If you need to use facilities within the Factor Building, contact Daniel Roselle, AV manager, (310) 825-4656 or droselle@sonnet.ucla.edu.
7. Please keep the GSNA faculty advisor aware of any special projects, fundraising ideas, etc. He/She must approve all activities (this includes the class gift at the end of each schoolyear).

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